

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 5 November 1957

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report #45, 30 October - 5 November 1957

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1. Significant Items:

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Nothing to report.

2. Other Activities:

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a. The first week of Intelligence Orientation #15 ended on Friday, 1 November.

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b. In the absence of [] has delivered two additional Orientation Lectures in 117 Central Building during the past week. The first was the weekly Orientation Briefing for new employees; the second was the Dependents Briefing.

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c. On 1 November, [] met with [] all of the Incentive Awards Committee, to coordinate the production of two temporary additions to the Incentive Awards Exhibit.

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d. During the present running of the IOC, five [] films have been shown on an optional basis during the noon hour. Included were films on [] Middle East, Africa, Far East, and Eastern Europe. These showings have been well attended and well received by the students.

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3. Personnel Notes:

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a. [] has been enrolled in the Operations Familiarization Course and will be in training through 13 December 1957.

b. [] was on sick leave 4 and 5 November 1957.

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